

**SHANDON JOINT UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION:** CUSTODIAN

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Under the direction of an assigned supervisor, the school custodian performs routine cleaning work as assigned at a school in the District and does related work as required during the time that school is in session. During summer non-student attendance days and other non-student attendance days the school custodian becomes a part of the work crew under the supervision of the Director of MOT for the purpose of rehabilitating and cleaning of district properties.

**QUALIFICATIONS:**

Required:

Education: High school diploma or general education degree (GED).

Experience: Six months experience in janitorial work.

Knowledge: Modern cleaning methods and the use and care of cleaning materials and equipment with skill and efficiency; performs manual labor; is able to work cooperatively with others.

Ability:

- To read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- To write routine reports and correspondence.
- To speak effectively before groups of customers and employees of the organization.
- To add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- To compute rate, ratio, percent and to draw and interpret bar graphs.
- To interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- To pass a written and physical test.
- To establish and maintain a positive working relationship with students, staff and the community.
- To perform duties with awareness of all district requirements and Board of Trustee policies.

**TYPICAL DUTIES:** may include, but not limited to, the following:

- Sweeps, scrubs, waxes, polishes and vacuums.
- Cleans and dusts walls, furniture, woodwork, lockers, blackboards, and other equipment.
- Washes, scrubs, and disinfects rest rooms and shower rooms.
- Cleans and polishes metal work such as door panels and hand railings.
- Empties and cleans waste containers.

- Lights and turns off room heaters and hot water heaters as needed.
- Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment.
- Maintains equipment used in the course of work.
- Reports safety, sanitary and fire hazards.
- Lock doors, close windows, and see that the school is secure before leaving.
- May perform watchman duties incidental to regular assignments.
- Perform other duties as assigned.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 30 lbs. Occasionally the employee will lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both indoors and outdoors. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non-household dust. The employee must be able to meet deadlines with severe constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

#### **Hazards:**

- Working with power driven equipment.
- Working on ladders.

#### **IMMEDIATE SUPERVISOR:**

Director of MOT

Work Year – Twelve Months

Custodian

Revised 6/7/2010